



**STATE OF ARIZONA  
SCHOOL FACILITIES BOARD**

**Governor of Arizona  
Janet Napolitano**

**Executive Director  
William Bell**

**CONSTRUCTION SERVICES  
PAYMENT APPLICATION FORM**

**INSTRUCTIONS:**

1. Contractor shall prepare Invoice, sign Payment Application Form and forward to Project Manager.
2. Project Manager to review, sign Payment Application Form and forward along with Invoice to Architect.
3. Architect shall review / approve Invoice, sign Payment Application Form and return to Project Manager.
4. Project Manager to forward Invoice and Payment Application Form to District for review / approval.
5. Project Manager to enter project information into Project Talk Program.
6. Project Manager to forward Payment Application Form to the ASFB to the Attention of John Arnold for processing.

**Contractor:**

Prepared and attached Invoice:

Firm: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Architect:**

Review / Approval attached Invoice:

Firm: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**School District:**

Review / Approval attached Invoice:

District: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Project Management Firm:**

Review / Approval attached Invoice:

Firm: \_\_\_\_\_

Entered into Project Talk

By: \_\_\_\_\_

Date: \_\_\_\_\_

---

**ASFB:**

Received Approved Invoice from District: Date: \_\_\_\_\_

Processed for Payment: Date: \_\_\_\_\_

By: \_\_\_\_\_